

# COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN: UPDATE

*(SAMPLE OUTLINE)*



The following information is provided solely for the purpose of assisting planning areas in meeting the comprehensive planning requirements outlined in IAC 567 - Chapter 101. The following *SAMPLE* outline is merely a guide and should not be interpreted as the only structure that can be used to submit comprehensive planning requirements.

## Introduction:

Solid waste comprehensive plan updates shall be submitted in accordance with the schedule, as provided by the Department twelve (12) months prior to the first plan due date for each planning cycle. The plan update schedule can be accessed via the Department's website at ([www.iowadnr.com](http://www.iowadnr.com)) and can be provided upon request.

The revised planning process continues to use online submittal capabilities for some required plan information. Each section notes which requirements must be submitted online. Information not identified for online submittal is required to be provided via hard (paper) copy. Planning areas are not required to submit hard copies of the online forms as part of the plan submittal. However, plans filed with the Department must continue to include a signed electronic submission certification, which can be printed once all online forms have been completed and electronically submitted to the Department for review.

When submitting hard copy portions of the comprehensive plan only one copy is necessary. Comprehensive plans are required to be double-sided and cannot be submitted in three-ring binders. Completed plans should be mailed or delivered to:

Iowa Department of Natural Resources  
Land Quality Bureau  
Wallace State Office Building, Fifth Floor  
502 East 9th Street  
Des Moines, Iowa 50319-0034

Help is available from the Department to planning areas in preparing comprehensive plans. Please contact either of the individuals below with any questions or clarifications needed regarding plan requirements.

Leslie Goldsmith, Program Planner  
Land Quality Bureau  
Iowa Department of Natural Resources  
502 East 9<sup>th</sup> Street  
Des Moines, IA 50319  
Phone: (515) 281-8499  
Fax: (515) 281-8895  
[Leslie.Goldsmith@dnr.iowa.gov](mailto:Leslie.Goldsmith@dnr.iowa.gov)

Becky Jolly, Statistical Research Analyst  
Land Quality Bureau  
Iowa Department of Natural Resources  
502 East 9<sup>th</sup> Street  
Des Moines, IA 50319  
Phone: (515) 281-8308  
Fax: (515) 281-8895  
[Becky.Jolly@dnr.iowa.gov](mailto:Becky.Jolly@dnr.iowa.gov)

In addition to the contacts listed above, the Department has made available several planning tools for planning areas to use that can be accessed via the Department's Comprehensive Planning Website: <http://www.iowadnr.com/waste/sw/compplan.html>

Iowa General Assembly Website: <http://www.legis.state.ia.us>



## **I. Planning Area Changes: 101.13(2)“a”**

### **1.1 Permanent Changes in the Planning Area**

Provide a narrative description of any permanent change in the planning area since the last plan update that has resulted in a change in the waste stream.

### **1.2 Planning Area Description**

This is submitted on-line in the *Planning Area Description Form* (542-8149).

### **1.3 Planning Area Contacts**

This is submitted on-line in the *Contacts Form* (542-8148).

### **1.4 Permitted Facilities in the Planning Area**

This is submitted on-line in the *Permitted Facilities Form* (542-8147).

### **1.5 Planning Area Boards**

This is submitted on-line in the *Boards Form* (542-8146).

### **1.6 Planning Area Board Members**

This is submitted on-line in the *Board Members Form* (542-8145).

## **II. Evidence of Cooperation: 101.13(2)“b”**

### **2.1 Resolution(s)**

Include resolutions from all local governments or 28E agencies established for the purpose of managing solid waste or implementing integrated solid waste management systems (I.S.W.M.S.), or both, on behalf of local governments.

### **2.2 Letters of Cooperation**

Include letters of cooperation from private sanitary disposal projects participating in the comprehensive plan update.

### **2.3 Lists of Contracts and 28E Agreements That Have Changed**

If complying with comprehensive planning requirements by means of a contract(s) with an agency holding a sanitary disposal project permit or with a hauler(s) that has a contract(s) with an agency holding a sanitary disposal project permit, a list of these contracts shall be submitted to the Department.

## **III. Public Participation: 101.13(2)“c”**

### **3.1 Public Input Strategies**

Include a summary of ongoing strategies to provide the public with opportunities to provide input.

### **3.2 Public Hearings/Meetings Held for Plan Development**

Provide a list of all public hearings or meetings that were held in conjunction with the development of the comprehensive plan update and the methods used to publicize public meetings.

### **3.3 Public Review Meetings**

Provide proof that a minimum of two public meetings were held during the development of the comprehensive plan update. Also provide an account of opportunities for the public to comment on the comprehensive plan update and minutes from any meetings regarding comprehensive plan update development.

## **IV. Baseline Waste Stream Report: *101.13(2)“d”***

The department will perform a goal progress calculation twelve (12) months prior to the comprehensive plan update due date. This goal progress provided in advance is for planning purposes only and is to be used to evaluate progress toward the state’s waste volume reduction and recycling goals. At the time of plan approval, the department will use the most current complete fiscal year data set to complete goal progress calculations. Planning agencies must document the amount of waste disposed in both the base year and the most current fiscal year where a complete data set is available (IAC 567-101.7(2)). The department will provide this information to planning areas. Planning areas are not required to perform these calculations or submit the results.

## **V. Changes in Area Demographics: *101.13(2)“e”***

Provide a description of changes in population, employment, and industrial production since the last approved comprehensive plan or comprehensive plan update.

## **VI. Waste Composition & Generation: *101.13(2)“f”***

### **6.1 Changes in Waste Generation since the Last Approved Plan.**

Provide a description of changes, if any, to waste generation since the last approved comprehensive plan or comprehensive plan update.

### **6.2 Changes in Waste Composition since the Last Approved Plan.**

Provide a description of changes, if any, to waste composition since the last approved comprehensive plan or comprehensive plan update.

### **6.3 Effects of Anticipated Planning Area Modifications.**

Describe the effects of anticipated planning area modifications on waste generation and composition in the future. These factors may include economic changes, population changes, loss or addition of communities to the planning area and any other modification expected to affect the amount of waste generated.



## VII. Existing I.S.W.M.S. Description: *101.13(2)“g”*

Information for sections 7.1 through 7.9 below are submitted on-line for each city or program within the planning area.

**7.1 Select a City**

This is submitted on-line in the *Choose a City Form (542-8136)*.

**7.2 Recycling and Waste Collection Systems**

This is submitted on-line in the *Recycling and Waste Collection Form (542-8137)*.

**7.3 Recycling and Waste Haulers**

This is submitted on-line in the *Recycling and Waste Haulers Form (542-8138)*.

**7.4 Residential Recycling**

This is submitted on-line in the *Residential Recycling Form (542-8141)*.

**7.5 Commercial Recycling**

This is submitted on-line in the *Commercial Recycling Form (542-8140)*.

**7.6 Drop-off Recycling Sites**

This is submitted on-line in the *Drop-off Recycling Sites Form (542-8143)*.

**7.7 Diverted Materials Collection**

This is submitted on-line in the *Diverted Materials Collection Form (542-8139)*.

**7.8 Yard Waste Management Programs**

This is submitted on-line in the *Yard Waste Management Programs Form (542-8142)*.

**7.9 Yard Waste Management Sites**

This is submitted on-line in the *Yard Waste Management Sites Form (542-8144)*.

**7.10 Material Specific Initiatives**

Provide a discussion regarding new and evolving strategies, efforts, and programs implemented within the planning area to:

- ♦ Increase public awareness about proper recycling and disposal options for motor oil and lead-acid batteries.
- ♦ Encourage tire stewardship and proper tire recycling and disposal
- ♦ Encourage residents of the planning area to dispose of household appliances properly.
- ♦ Encourage backyard composting and proper management of yard waste.
- ♦ Encourage residents of the planning area to properly manage household hazardous waste.
- ♦ Provide for the separation of glass, paper, plastic and metal.

**7.11 New Waste Reduction and Recycling Programs**

Provide a detailed narrative of all waste management programs implemented since the last approved comprehensive plan or comprehensive plan update, that addresses all components of the state's waste management hierarchy. For each specific waste management program

implemented since the last approved comprehensive plan or comprehensive plan update, the following shall be included:

- ♦ Program Description
- ♦ Responsibility for Program Oversight
- ♦ Public Education Strategies Employed
- ♦ Targeted Audiences:
  - 3 Business and Industry
  - 3 Urban and Rural Residents
  - 3 Local Governments and Public Institutions
- ♦ Anticipated Impact on the Waste Stream and Diversion over at least two planning cycles

## **VIII. Evaluation of Progress Toward Goals: *101.13(2)“h”***

Provide an evaluation of progress toward meeting the state’s waste volume reduction and recycling goals using any combination of the following methodologies:

- ♦ Trend analysis of goal progress since the initial comprehensive plan.
- ♦ Formal, stakeholder-based collaborative goal-setting process leading to development of long-range integrated solid waste management system goals. The process shall include development of detailed objective-based strategies to achieve the desired goals. If programs have been implemented since the establishment of the goals, the comprehensive plan update shall include analysis of their impact on the long-range goals.
- ♦ Analysis of the effectiveness or benefit of existing programs, individually and in aggregate, including a discussion of opportunities and need for improvement, modification or expansion.

## **IX. Analysis of Solid Waste Alternatives : *101.13(2)“i”***

Provide an analysis of the impact of alternative solid waste management methods not currently employed, but being considered within the planning area.

## **X. Implementation Timeline: *101.132(2)“j”***

Provide a specific plan and schedule spanning two planning cycles for implementing the comprehensive plan. Items that shall be addressed include:

- |                                     |  |
|-------------------------------------|--|
| ♦ Proposed activities and locations | ♦ Public education strategies                          |
| ♦ Responsible organization(s)       | ♦ Anticipated impact on the waste stream and diversion |
| ♦ Implementation milestones         |  |

## Suggested Plan Development Timeline:

The following information is provided solely for the purpose of assisting planning areas in meeting the comprehensive planning requirements outlined in 567 IAC Chapter 101.

Timeline	Activity Checklist
12 - Months Out	<b>Reminder letter issued → Request survey method</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Goal Progress using most current information</li> <li><input type="checkbox"/> Planning areas have two weeks to determine how the Municipal Survey will be distributed to member communities.</li> <li><input type="checkbox"/> Plan outline and checklist attached to assist in plan development</li> <li><input type="checkbox"/> Evaluate data needs</li> <li><input type="checkbox"/> Begin plan outline and narrative</li> <li><input type="checkbox"/> Enter survey data (as available)</li> <li><input type="checkbox"/> Conduct public meeting(s)*</li> </ul>
8 - Months Out	<b>Surveys returned → Initiate data entry</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Begin online data entry</li> <li><input type="checkbox"/> Continue online data collection and review</li> <li><input type="checkbox"/> Continue plan narrative development</li> <li><input type="checkbox"/> Ensure applicable 28Es haven't changed since last submittal</li> <li><input type="checkbox"/> Conduct public meeting(s)*</li> </ul>
6 - Months Out	<b>Seek plan input</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct public meeting(s)*</li> <li><input type="checkbox"/> Request applicable "letters of cooperation"</li> </ul>
4-5 - Months Out	<b>Review completed draft plan</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make draft plan available for public review and comment</li> <li><input type="checkbox"/> Incorporate feedback</li> <li><input type="checkbox"/> Conduct public meeting(s)*</li> </ul>
2-3 - Months Out	<b>Conclude final plan development</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request resolutions</li> <li><input type="checkbox"/> Receive applicable "letters of cooperation"</li> <li><input type="checkbox"/> Finalize implementation timeline and planning area goals</li> </ul>
1 - Month Out	<b>Submit draft plan for DNR cursory review (optional)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Incorporate DNR comments into final draft</li> </ul> <b>Submit Final Plan</b>

\* Two (2) public meetings are required to be held at any time during the development of the solid waste comprehensive plan.

Last updated: 1-15-2009